

FACULTY SENATE

SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 24-A-XX

Approved by the Faculty Senate
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BRIEF SUMMARY: This bill revises the portions of Chapter 3 in the *Faculty Handbook* dealing with the Federal Educational Rights and Privacy Act/Buckley Amendment, to remove content that can be linked to the Registrar’s webpages and provide brevity and clarity to the remaining content.

ACTION OF BILL: Revising the portion of Chapter 3 in the *Faculty Handbook* related to the Family Educational Rights and Privacy Act/Buckley Amendment.

BE IT RESOLVED THAT: Subject to the passage and approval of this bill, the Policy and Procedure sections for “Family Educational Rights and Privacy Act/Buckley Amendment” of Chapter 3 in the *Faculty Handbook* will merge and be replaced by the contents of this bill.

TITLE OF BILL: Revising Policy and Procedure for “Family Educational Rights and Privacy Act/Buckley Amendment” in Chapter 3 of the *Faculty Handbook*

1 *Family Educational Rights and Privacy Act/Buckley Amendment*

2 The University maintains students’ educational records in a manner consistent with the
3 Family Educational Rights and Privacy Act (FERPA) of 1974 (Buckley Amendment),
4 Missouri statutes R.S.MO. 610.021(6) and 610.010(6), and the implementation of these
5 acts. Faculty are expected to familiarize themselves with the procedures related to privacy and
6 access to student records, which can be found on the Registrar’s website: Student Records –
7 FERPA (www.semo.edu/student/support/academic-support/registrar/). Questions about the
8 application of FERPA to teaching duties should be directed to the Registrar.

9 *Amended by Faculty Senate 4/11/12, President Review 4/23/12, Board of Regents Approval 5/12/12*

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11 Faculty may find the following points helpful in interpreting FERPA/the Buckley
12 Amendment, but should be aware this is not a comprehensive list:

- 13 1. School officials in the same university with a legitimate educational interest may
14 view and discuss a student’s records without a student’s consent if those records are

- 15 required to perform their instructional, supervisory, advisory, and administrative
 16 duties.
- 17 2. Students of age 18 or older must give consent for faculty to discuss their academic
 18 records (including grades, course work, etc.) with parents. Faculty should refer students
 19 to the “Permission to Release Confidential Information” form on the Registrar’s
 20 website under the Forms section.
- 21 3. Grades may be publicly posted only if the student is not identified in any way.
 22 A faculty member can assign a code or number known only to the student and
 23 post the grades by these numbers, but the numbers may not be listed in a
 24 manner that coincides with students’ places in an alphabetical listing of the
 25 students enrolled in the class.
- 26 4. A teacher’s personal notes (notes that school officials make for their own use)
 27 are not included in the required documents that must be released to a student.
- 28 5. Faculty may not remove or destroy records after a student has requested to
 29 see them.

30 *Amended by Faculty Senate bill 12-A-31 4/11/12, President Approval 4/23/12, 15-Day Review 4/2012*

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Action	Date
Introduced to Senate	1/31/2024
Second Senate Meeting	2/28/2024
Faculty Senate Vote	
President's Review	
15 Day Review	
Posted to Faculty Handbook	

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